

2019 FALL FESTIVAL

NON-PROFIT VENDOR APPLICATION

September 21 • Downtown Hayward, Wisconsin • www.haywardareachamber.com

BUSINESS NAME: _____
APPLICANT NAME: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____ PREFERENCE: Phone Email
EMAIL: _____
WEBSITE: _____
VEHICLE MAKE/LICENSE PLATE: _____

REQUIRED WISCONSIN SELLER'S PERMIT NUMBER:

Please **also** submit a photo copy or send an electronic copy to:
brianna@haywardareachamber.com

I have applied for a permit but have not received a number

Contact the WI Dept. of Revenue Customer Service Bureau at
(608) 266-2776 or DORBusinessTax@wisconsin.gov to apply

Please select **ALL** categories that you will be selling. The information requested is necessary for event planning purposes and your application will be considered incomplete without it. Only items accepted by the Review Committee may be sold. **Items that are not handmade by you may not be sold and must be removed from your booth.** *Thank you for your cooperation!*

- | | | |
|--|---|--|
| <input type="radio"/> Apparel/Fashion | <input type="radio"/> Jewelry | <input type="radio"/> Soaps/Oils/Cosmetics/Candles |
| <input type="radio"/> Books | <input type="radio"/> Leather Crafts | <input type="radio"/> Woodworking |
| <input type="radio"/> Carvings/Sculpture | <input type="radio"/> Metal Working | <input type="radio"/> Yard/Garden |
| <input type="radio"/> Ceramics/Pottery | <input type="radio"/> Non-profit Fundraiser/Info. | <input type="radio"/> Other: _____ |
| <input type="radio"/> Framed/Unframed Prints | <input type="radio"/> Painting | _____ |
| <input type="radio"/> Furniture | <input type="radio"/> Photography | _____ |
| <input type="radio"/> Glassware | <input type="radio"/> Quilting/Sewing/Knitting | _____ |

BOOTH FEES:

___ 10'x20' space (s)—**non-profit** booth price \$50 each

_____ Total amount enclosed

___ This will be the first Fall Fest I have attended as a vendor

Where did you hear about our show?

Please include photos of all categories of work to be displayed or sold from your vendor booth—mail or email:
brianna@haywardareachamber.com

I, the undersigned, agree to indemnify, defend, waive, release and hold the Fall Festival, Hayward Area Chamber of Commerce, and the City of Hayward harmless from any and all liability, claims and causes of action for injuries to person or property arising out of or related to this Festival, specifically including, without limitation, injury or damage to booth and contents, merchandise, employees, contractors, guests, customers, invitees and all other third parties. APPLICANT'S SIGNATURE: _____ DATE: _____

Participation in previous events does not reserve your space for this year's event. Detach and mail top portion with payment to:

Hayward Area Chamber of Commerce • Fall Festival Vendor Review • PO Box 726 • Hayward, WI 54843

Please submit all of the following by Aug. 30, 2019:

- self-addressed stamped envelope
- complete Fall Festival application
- check or money order for all applicable fees (please make checks payable to HACC)
Credit cards accepted by Brianna at 715-634-8662
- photos or slides of ALL categories of work to be displayed or sold from your booth
- photocopy/electronic version of applicant's WI Dept. of Revenue Seller Permit

2019 FALL FESTIVAL GUIDELINES:

Application Deadline: Aug. 16 for guaranteed booth space
Aug. 30 final deadline

Booth Space Assignments: The week of Sept. 2, 2019

Cancellation policy: No refunds for cancellations

Vendors who are "no shows" will not be accepted into future shows

EVENT TERMS & CONDITIONS

VENDOR REQUIREMENTS:

- No commercial or buy/sell items allowed to be sold at this event. All items must be hand-produced domestically, either individually or by a non-assembly line process.
- All designs must be of an original concept belonging to the artist/craft person selling the product.
- Items sold must incorporate original work on at least half of the size of the items.
- You will be required to remove any items in your booth that were not submitted to and approved by the Vendor Review Committee.
- Booth shelters, tents and tables are to be supplied by the vendor.
- Vendors must be present during the entirety of the Festival. Any vendor who vacates their booth space will not be invited to return.

SPACE REQUESTS:

- There are no guarantees/reservations for booth location unless fee is paid with early submission. We encourage you to apply as soon as possible if you have a space request.
- To create the most effective event layout, vendor booth assignments will be based on type of product sold and space availability at the discretion of event coordinators.

(continued on reverse...)

FOR OFFICE USE ONLY:

Date received: _____

Check #: _____

Money Order: _____

Credit Card: _____

Amount Paid: _____

Review Date: _____

Determination: _____

Response Date: _____

VENDOR RESPONSIBILITIES:

- No motor homes, campers, overnight sleeping or generators are allowed on city streets in the vicinity of the event.
- Vendor parking is limited to those areas specified by event coordinators.
- Vendors are not to display or sell products that are the same as or similar to products he or she is selling to any local business without the written consent of that business.
- Event coordinators will be on site Saturday morning at 6 AM for event set-up. There is **NO VENDOR SET-UP PRIOR TO 6 AM** or you will be required to vacate the street at the request of the City of Hayward Police Department.
- Vendors are responsible for maintaining a clean booth space and removing all trash from their space at the end of the festival. Trash may not be left at curbside for festival volunteers.
- There is a \$25 fee for all returned checks.
- This is an outdoor show; be prepared for rain or shine!

Vendors are invited to donate product to the HACC for use at a future event. Please include your business card and information with the item. Items will be collected at the event.

**Questions or concerns? Contact Brianna McKenzie:
(715) 634-8662 or brianna@haywardareachamber.com**

All vendors are required to have or to have applied for a Wisconsin Seller's Permit in order to participate. You can obtain one online at www.revenue.wi.gov and going to the Temporary Events page. You can also contact the WI Dept. of Revenue at (608) 266-2776 or email DORBusinessTax@wisconsin.gov.
If you have applied and not yet received a permit, please note that on your application.

Anyone selling prepackaged food must be registered or licensed through WI Department of Agriculture, Trade and Consumer Protection.

For permit information, contact:
Wisconsin Department of Agriculture
Trade and Consumer Protection
2811 Agriculture Drive, PO Box 8911
Madison, Wisconsin 53708-8911
Phone: (608) 224-5012

All applicants are subject to final approval of the Hayward Area Chamber of Commerce Vendor Review Committee. The Committee, in the sole and absolute exercise of its discretion, reserves the right to determine all applicants' suitability for the makeup for the event as a whole and may not accept any applicant on grounds without explanation to the applicant. Your signature on the accompanying application indicates your awareness of, and agreement to, all of the listed terms and conditions. The HACC and the Vendor Review Committee reserves the right to deny event participation to any vendor not complying with these terms and conditions.